# myACCESS User Manual

A Practical Guide to Navigating the
College of DuPage myACCESS Website

Heather Bird
Robert Watson

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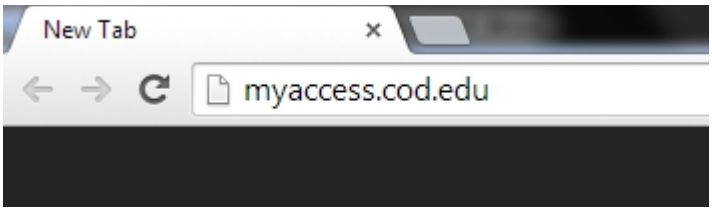
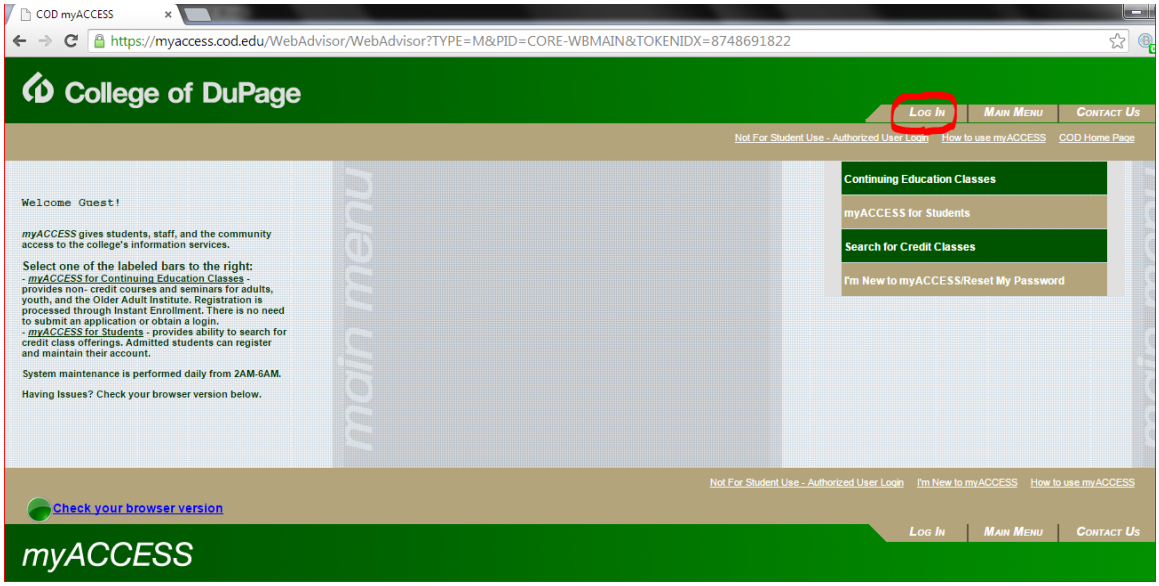
## i. How to Log in to myACCESS

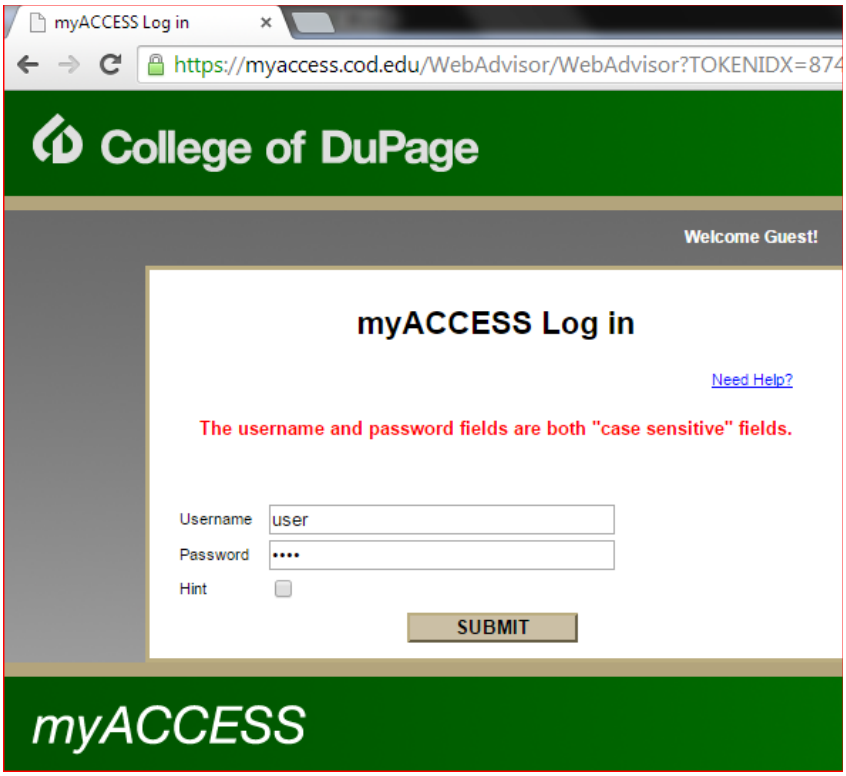
1. Using your preferred web browser, go to the myACCESS website at myaccess.cod.edu.




2. Click the "Log In" button at the top-right side of the screen.


COD myACCESS
https://myaccess.cod.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8748691822
College of DuPage
Log In
Main Menu
Contact Us
Not For Student Use - Authorized User Login
How to use myACCESS
COD Home Page
Welcome Guest!
myACCESS gives students, staff, and the community access to the college's information services.
Select one of the labeled bars to the right:
- myACCESS for Continuing Education Classes - provides non- credit courses and seminars for adults, youth, and the Older Adult Institute. Registration is processed through Instant Enrollment. There is no need to submit an application or obtain a login.
- myACCESS for Students - provides ability to search for credit class offerings. Admitted students can register and maintain their account.
System maintenance is performed daily from 2AM-6AM.
Having Issues? Check your browser version below.
Continuing Education Classes
myACCESS for Students
Search for Credit Classes
I'm New to myACCESS/Reset My Password
main menu
Not For Student Use - Authorized User Login
I'm New to myACCESS
How to use myACCESS
Check your browser version
Log In
Main Menu
Contact Us
myACCESS

3. Enter your username and password, and then click "Submit."

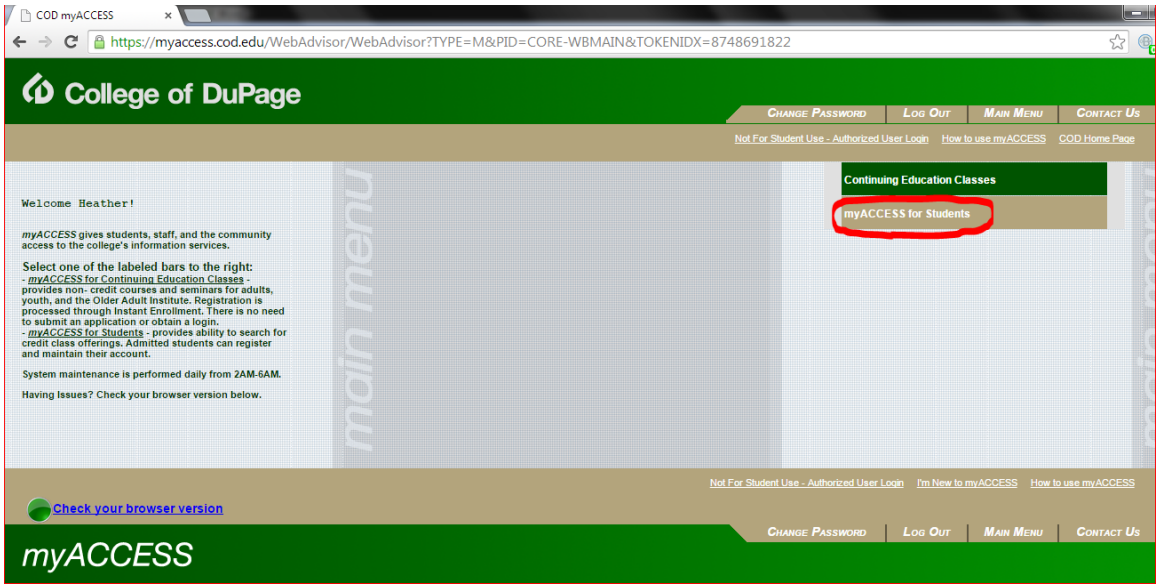



Having Trouble? If you cannot remember your password, select the "Hint" checkbox and click the "Submit" button to receive a hint. If you still cannot log in, click the "Need Help?" link to receive contact information for the COD student help desk.

## ii. How to Search Available Classes

1. Log into the MyAccess website (see Section i).

2. Click the "myACCESS for Students" button at the top-right side of the screen.


COD myACCESS
https://myaccess.cod.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8748691822
College of DuPage
Change Password
Log Out
Main Menu
Contact Us
Not For Student Use - Authorized User Login
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COD Home Page
Welcome Heather!
myACCESS gives students, staff, and the community access to the college's information services.
Select one of the labeled bars to the right:
- myACCESS for Continuing Education Classes - provides non- credit courses and seminars for adults, youth, and the Older Adult Institute. Registration is processed through Instant Enrollment. There is no need to submit an application or obtain a login.
- myACCESS for Students - provides ability to search for credit class offerings. Admitted students can register and maintain their account.
System maintenance is performed daily from 2AM-6AM.
Having Issues? Check your browser version below.
Continuing Education Classes
myACCESS for Students
main menu
Not For Student Use - Authorized User Login
I'm New to myACCESS
How to use myACCESS
Check your browser version
Change Password
Log Out
Main Menu
Contact Us
myACCESS

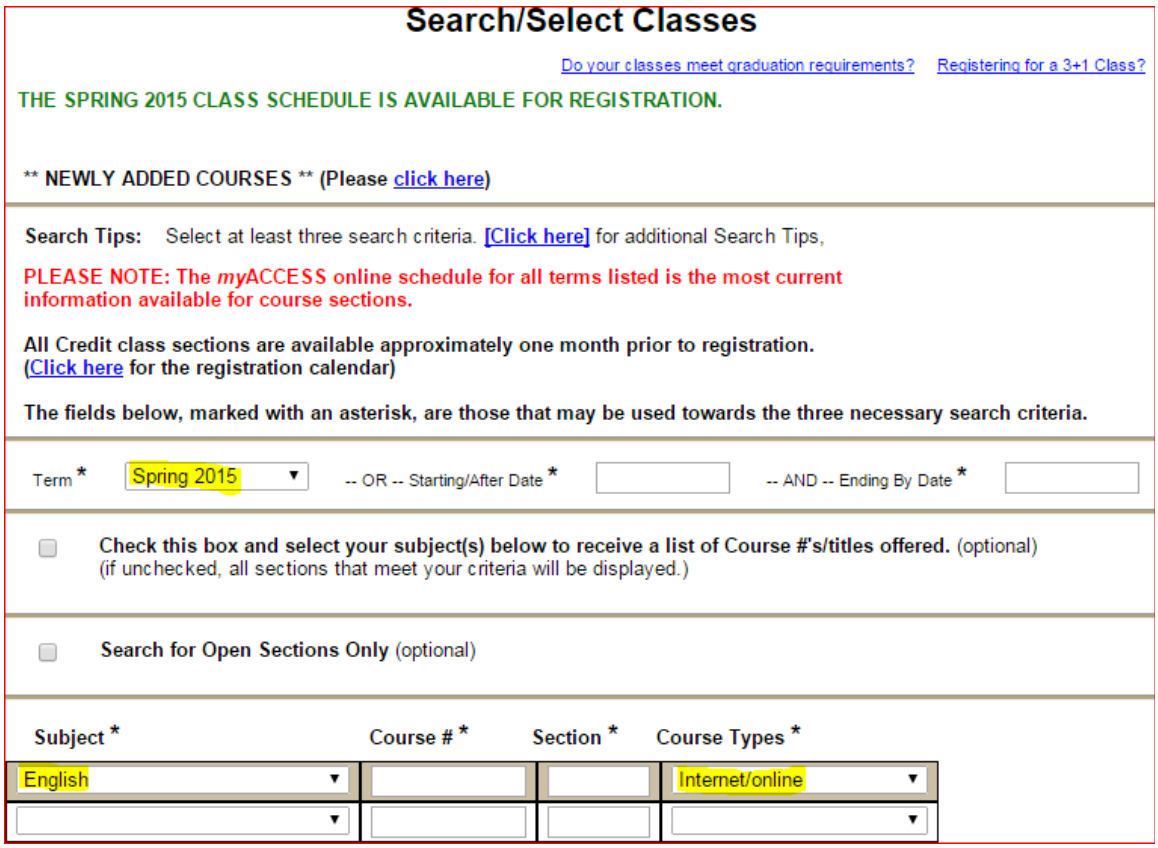
3. Scroll down to the bottom of the page. Under the Registration section, click the "Search/Select Classes" link.

4. On the Search/Select Classes page, you must fill out at least three search criteria. These criteria help narrow down the list of available classes that are best suited to your needs. Possible criteria include:

- Term
- Starting Date
- Ending Date

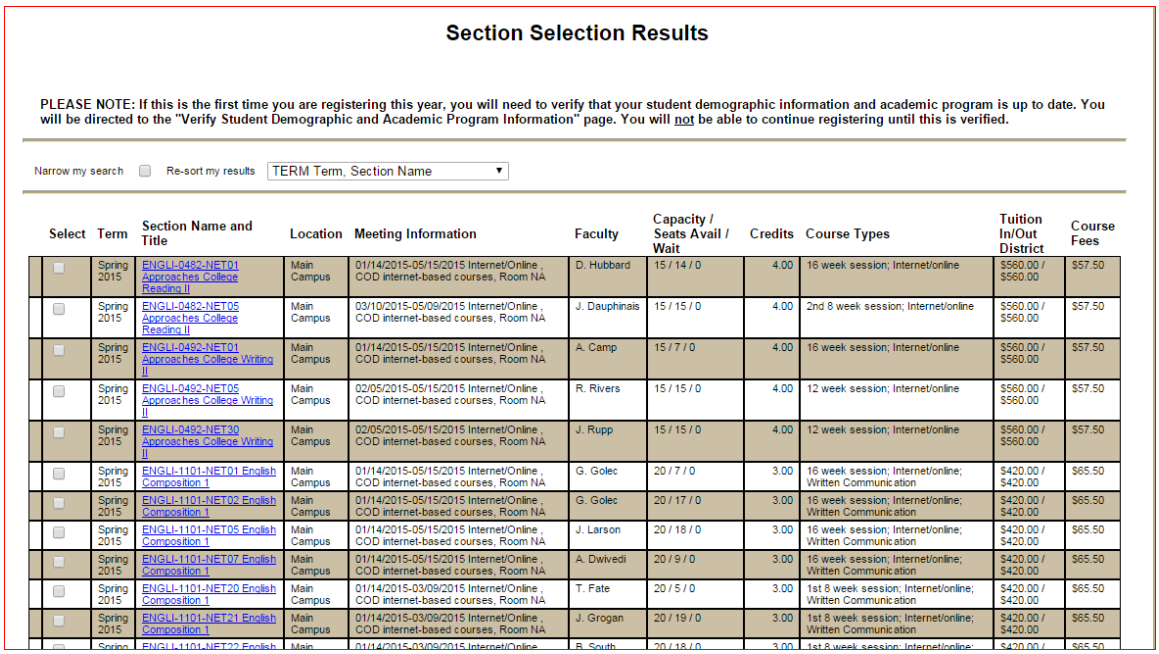
- Subject
- Course Number
- Section
- Course Types
- Days on Which the Class Meets
- Location
- Academic Level
- Instructor's Last Name

For example, if you would like to register for an online English class for the spring semester of 2015, you would fill out the following fields:


Search/Select Classes
Do your classes meet graduation requirements?
Registering for a 3+1 Class?
THE SPRING 2015 CLASS SCHEDULE IS AVAILABLE FOR REGISTRATION.
** NEWLY ADDED COURSES ** (Please click here)
Search Tips: Select at least three search criteria. [Click here] for additional Search Tips,
PLEASE NOTE: The myACCESS online schedule for all terms listed is the most current information available for course sections.
All Credit class sections are available approximately one month prior to registration.
(Click here for the registration calendar)
The fields below, marked with an asterisk, are those that may be used towards the three necessary search criteria.
Term *
Spring 2015
-- OR -- Starting/After Date *
-- AND -- Ending By Date *
Check this box and select your subject(s) below to receive a list of Course #'s/titles offered. (optional)
(if unchecked, all sections that meet your criteria will be displayed.)
Search for Open Sections Only (optional)
Subject *
Course # *
Section *
Course Types *
English
Internet/online

When you have filled out your search criteria, click the "Submit" button at the bottom of the page.

5. The Section Selection Results page will give you a list of classes that meet your search criteria. In our example case, we received several dozen results:



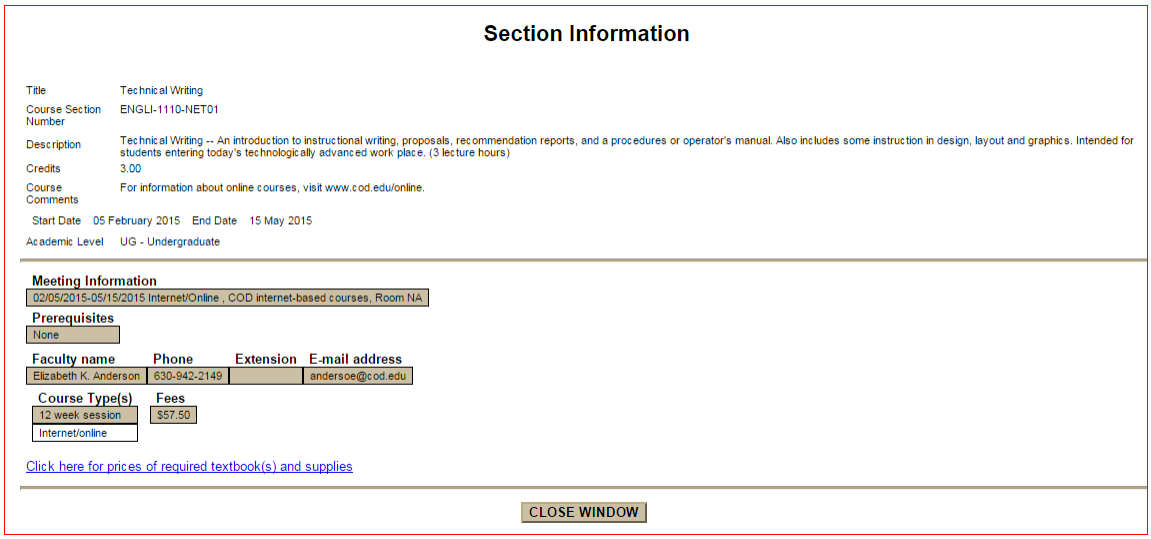
**Section Selection Results**

PLEASE NOTE: If this is the first time you are registering this year, you will need to verify that your student demographic information and academic program is up to date. You will be directed to the "Verify Student Demographic and Academic Program Information" page. You will not be able to continue registering until this is verified.

Narrow my search ☐ Re-sort my results TERM Term, Section Name

| Select | Term | Section Name and Title | Location | Meeting Information | Faculty | Capacity / Seats Avail / Wait | Credits | Course Types | Tuition In/Out District | Course Fees |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | Spring 2015 | ENGLI-0482-NET01 Approaches College Reading II | Main Campus | 01/14/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | D. Hubbard | 15 / 14 / 0 | 4.00 | 16 week session; Internet/online | $560.00 / $560.00 | $57.50 |
| ☐ | Spring 2015 | ENGLI-0482-NET05 Approaches College Reading II | Main Campus | 03/10/2015-05/09/2015 Internet/Online , COD internet-based courses, Room NA | J. Dauphinais | 15 / 15 / 0 | 4.00 | 2nd 8 week session; Internet/online | $560.00 / $560.00 | $57.50 |
| ☐ | Spring 2015 | ENGLI-0492-NET01 Approaches College Writing II | Main Campus | 01/14/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | A. Camp | 15 / 7 / 0 | 4.00 | 16 week session; Internet/online | $560.00 / $560.00 | $57.50 |
| ☐ | Spring 2015 | ENGLI-0492-NET05 Approaches College Writing II | Main Campus | 02/05/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | R. Rivers | 15 / 15 / 0 | 4.00 | 12 week session; Internet/online | $560.00 / $560.00 | $57.50 |
| ☐ | Spring 2015 | ENGLI-0492-NET30 Approaches College Writing II | Main Campus | 02/05/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | J. Rupp | 15 / 15 / 0 | 4.00 | 12 week session; Internet/online | $560.00 / $560.00 | $57.50 |
| ☐ | Spring 2015 | ENGLI-1101-NET01 English Composition 1 | Main Campus | 01/14/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | G. Golec | 20 / 7 / 0 | 3.00 | 16 week session; Internet/online; Written Communication | $420.00 / $420.00 | $65.50 |
| ☐ | Spring 2015 | ENGLI-1101-NET02 English Composition 1 | Main Campus | 01/14/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | G. Golec | 20 / 17 / 0 | 3.00 | 16 week session; Internet/online; Written Communication | $420.00 / $420.00 | $65.50 |
| ☐ | Spring 2015 | ENGLI-1101-NET05 English Composition 1 | Main Campus | 01/14/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | J. Larson | 20 / 18 / 0 | 3.00 | 16 week session; Internet/online; Written Communication | $420.00 / $420.00 | $65.50 |
| ☐ | Spring 2015 | ENGLI-1101-NET07 English Composition 1 | Main Campus | 01/14/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | A. Dwivedi | 20 / 9 / 0 | 3.00 | 16 week session; Internet/online; Written Communication | $420.00 / $420.00 | $65.50 |
| ☐ | Spring 2015 | ENGLI-1101-NET20 English Composition 1 | Main Campus | 01/14/2015-03/09/2015 Internet/Online , COD internet-based courses, Room NA | T. Fate | 20 / 5 / 0 | 3.00 | 1st 8 week session; Internet/online; Written Communication | $420.00 / $420.00 | $65.50 |
| ☐ | Spring 2015 | ENGLI-1101-NET21 English Composition 1 | Main Campus | 01/14/2015-03/09/2015 Internet/Online , COD internet-based courses, Room NA | J. Grogan | 20 / 19 / 0 | 3.00 | 1st 8 week session; Internet/online; Written Communication | $420.00 / $420.00 | $65.50 |
| ☐ | Spring | ENGLI-1101-NET22 English | Main | 01/14/2015-03/09/2015 Internet/Online | B. South | 20 / 18 / 0 | 3.00 | 1st 8 week session; Internet/online; | $420.00 / | $65.50 |

6. To find more information about a class, click the blue hyperlink under "Section Name and Title" for the class. A more detailed description of the chosen class will pop up in a new tab or window.



**Section Information**

Title: Technical Writing

Course Section Number: ENGLI-1110-NET01

Description: Technical Writing -- An introduction to instructional writing, proposals, recommendation reports, and a procedures or operator's manual. Also includes some instruction in design, layout and graphics. Intended for students entering today's technologically advanced work place. (3 lecture hours)

Credits: 3.00

Course Comments: For information about online courses, visit www.cod.edu/online.

Start Date 05 February 2015 End Date 15 May 2015

Academic Level: UG - Undergraduate

**Meeting Information**

02/05/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA

**Prerequisites**

None

| Faculty name | Phone | Extension | E-mail address |
|---|---|---|---|
| Elizabeth K. Anderson | 630-942-2149 | | andersoe@cod.edu |

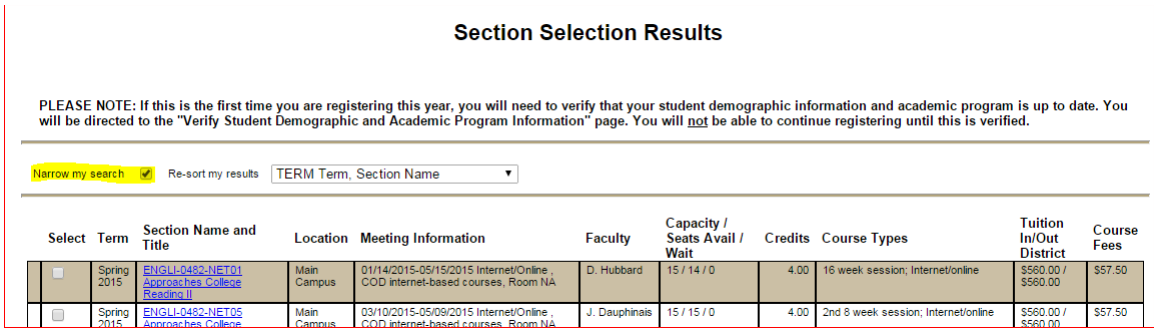
| Course Type(s) | Fees |
|---|---|
| 12 week session | $57.50 |
| Internet/online | |

Click here for prices of required textbook(s) and supplies

CLOSE WINDOW

To return to the search results page, click the "Close Window" button at the bottom of the page.

7. If you would like to refine your results, select the "Narrow my search" checkbox and click the "Submit" button at the bottom of the page.



**Section Selection Results**

PLEASE NOTE: If this is the first time you are registering this year, you will need to verify that your student demographic information and academic program is up to date. You will be directed to the "Verify Student Demographic and Academic Program Information" page. You will not be able to continue registering until this is verified.

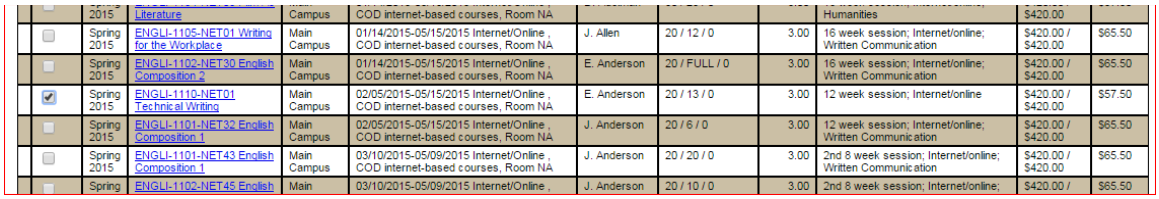
Narrow my search ☑ Re-sort my results TERM Term, Section Name ▾

| Select | Term | Section Name and Title | Location | Meeting Information | Faculty | Capacity / Seats Avail / Wait | Credits | Course Types | Tuition In/Out District | Course Fees |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | Spring 2015 | ENGLI-0482-NET01 Approaches College Reading II | Main Campus | 01/14/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | D. Hubbard | 15 / 14 / 0 | 4.00 | 16 week session; Internet/online | $560.00 / $560.00 | $57.50 |
| ☐ | Spring 2015 | ENGLI-0482-NET05 Approaches College | Main Campus | 03/10/2015-05/09/2015 Internet/Online , COD internet-based courses, Room NA | J. Dauphinais | 15 / 15 / 0 | 4.00 | 2nd 8 week session; Internet/online | $560.00 / $560.00 | $57.50 |

This option will take you back to the Search/Select Classes page, where you can enter different criteria and submit another search.

## iii. How to Register for a Class

1. See Section ii on how to search available classes. On the Section Selection Results page, select the checkbox next to your chosen class.

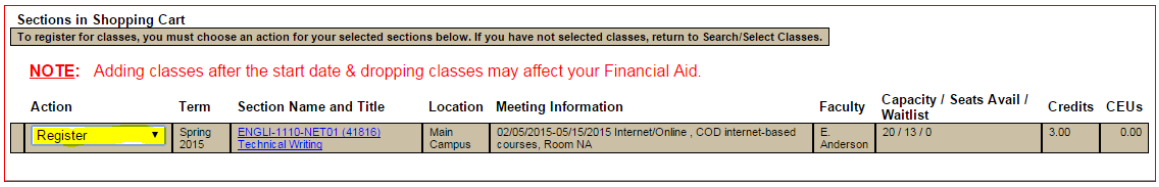


| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2015 | Literature | Campus | COD internet-based courses, Room NA | | | | Humanities | $420.00 | |
| ☐ | Spring 2015 | ENGLI-1105-NET01 Writing for the Workplace | Main Campus | 01/14/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | J. Allen | 20 / 12 / 0 | 3.00 | 16 week session; Internet/online; Written Communication | $420.00 / $420.00 | $65.50 |
| ☐ | Spring 2015 | ENGLI-1102-NET30 English Composition 2 | Main Campus | 01/14/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | E. Anderson | 20 / FULL / 0 | 3.00 | 16 week session; Internet/online; Written Communication | $420.00 / $420.00 | $65.50 |
| ☑ | Spring 2015 | ENGLI-1110-NET01 Technical Writing | Main Campus | 02/05/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | E. Anderson | 20 / 13 / 0 | 3.00 | 12 week session; Internet/online | $420.00 / $420.00 | $57.50 |
| ☐ | Spring 2015 | ENGLI-1101-NET32 English Composition 1 | Main Campus | 02/05/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | J. Anderson | 20 / 6 / 0 | 3.00 | 12 week session; Internet/online; Written Communication | $420.00 / $420.00 | $65.50 |
| ☐ | Spring 2015 | ENGLI-1101-NET43 English Composition 1 | Main Campus | 03/10/2015-05/09/2015 Internet/Online , COD internet-based courses, Room NA | J. Anderson | 20 / 20 / 0 | 3.00 | 2nd 8 week session; Internet/online; Written Communication | $420.00 / $420.00 | $65.50 |
| ☐ | Spring | ENGLI-1102-NET45 English | Main | 03/10/2015-05/09/2015 Internet/Online , | J. Anderson | 20 / 10 / 0 | 3.00 | 2nd 8 week session; Internet/online; | $420.00 / | $65.50 |

Click the "Submit" button at the bottom of the page.

2. On the Verify Student Demographic and Academic Program Information page, verify that your student information is current and change any incorrect fields. When all information is correct, select the "Accept" checkbox and click the "Submit" button at the bottom of the page.

3. On the Register & Drop Classes page, scroll down to the "Sections in Shopping Cart" area. To register for your selected class, click the drop-down list under "Field" and select "Register."



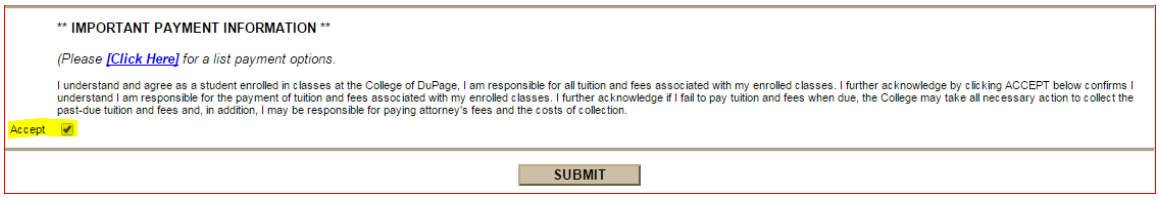
**Sections in Shopping Cart**

To register for classes, you must choose an action for your selected sections below. If you have not selected classes, return to Search/Select Classes.

**NOTE:** Adding classes after the start date & dropping classes may affect your Financial Aid.

| Action | Term | Section Name and Title | Location | Meeting Information | Faculty | Capacity / Seats Avail / Waitlist | Credits | CEUs |
|---|---|---|---|---|---|---|---|---|
| Register | Spring 2015 | ENGLI-1110-NET01 (41816) Technical Writing | Main Campus | 02/05/2015-05/15/2015 Internet/Online , COD internet-based courses, Room NA | E. Anderson | 20 / 13 / 0 | 3.00 | 0.00 |

4. Scroll to the bottom of the page and select the "Accept" checkbox to acknowledge your responsibility for tuition fees. Click the "Submit" button at the bottom of the page to complete your class registration.



** IMPORTANT PAYMENT INFORMATION **

*(Please [Click Here] for a list payment options.*

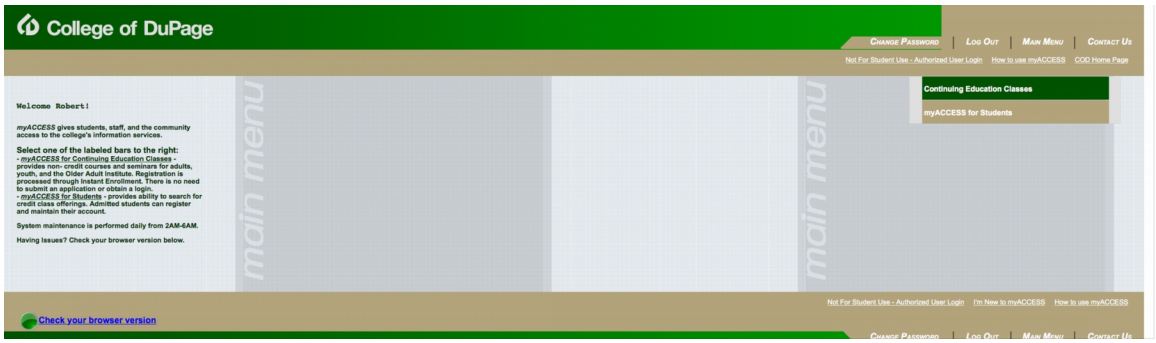
I understand and agree as a student enrolled in classes at the College of DuPage, I am responsible for all tuition and fees associated with my enrolled classes. I further acknowledge by clicking ACCEPT below confirms I understand I am responsible for the payment of tuition and fees associated with my enrolled classes. I further acknowledge if I fail to pay tuition and fees when due, the College may take all necessary action to collect the past-due tuition and fees and, in addition, I may be responsible for paying attorney's fees and the costs of collection.

Accept ☑

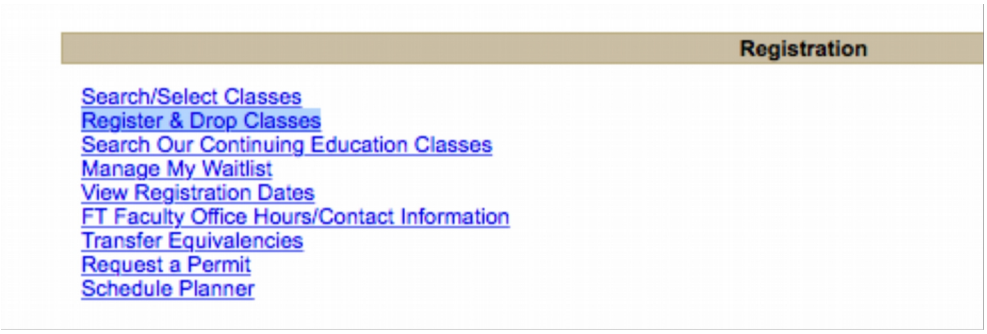
SUBMIT

## iv. How to Drop a Class

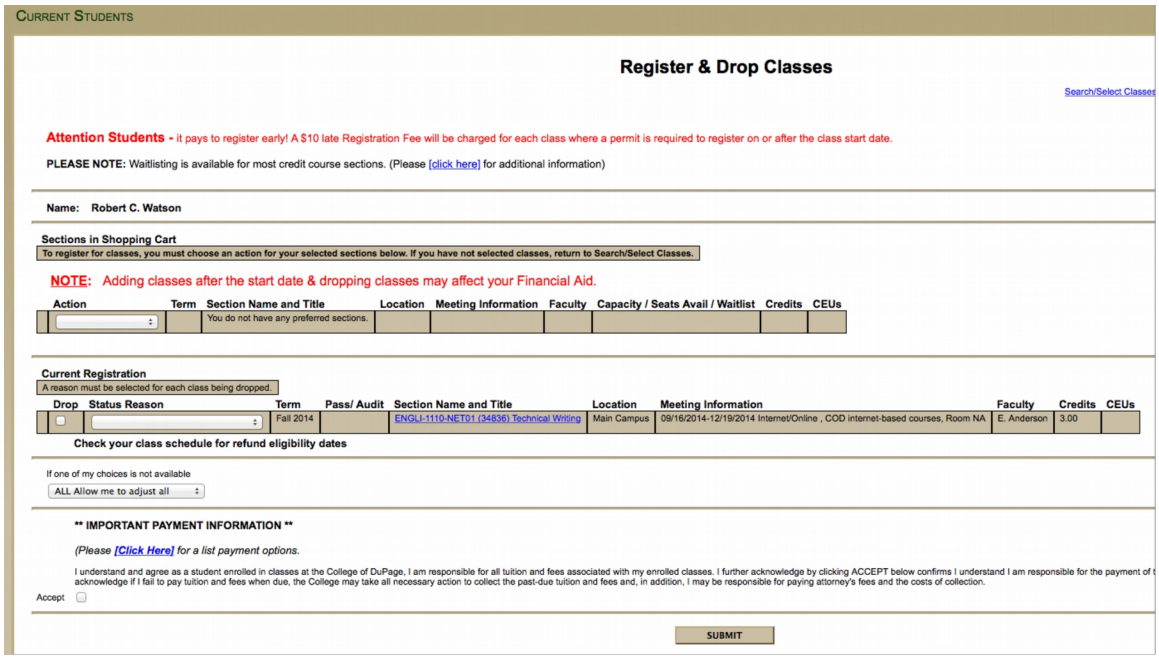
1. For this learning module you will learn how to drop a class using "MyAccess" for the College of Dupage. As before you are going to login to "MyAccess" and then follow by selecting myAccess for Students in the far right (see section i for instructions).


College of DuPage
Change Password
Log Out
Main Menu
Contact Us
Not For Student Use - Authorized User Login
How to use myACCESS
COD Home Page
Welcome Robert!
myACCESS gives students, staff, and the community access to the college's information services.
Select one of the labeled bars to the right:
- myACCESS for Continuing Education Classes - provides non- credit courses and seminars for adults, youth, and the Older Adult Institute. Registration is processed through Instant Enrollment. There is no need to submit an application or obtain a login.
- myACCESS for Students - provides ability to search for credit class offerings. Admitted students can register and maintain their account.
System maintenance is performed daily from 2AM-4AM.
Having issues? Check your browser version below.
main menu
Continuing Education Classes
myACCESS for Students
main menu
Not For Student Use - Authorized User Login
I'm New to myACCESS
How to use myACCESS
Check your browser version
Change Password
Log Out
Main Menu
Contact Us

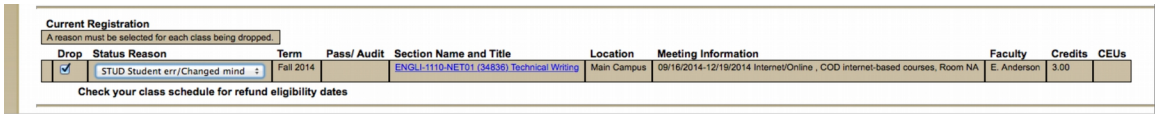
2. I would like you to focus your attention to the Registration section of this menu. Now select Register & Drop Classes, which is highlighted below.




3. This brings you to the Register & Drop Classes page of "MyAccess" where you can register or drop classes for either a current term or the following term, depending on the authorized beginning start or end dates of course. For this training module we will just focus on the Drop Classes portion of this page.


CURRENT STUDENTS
Register & Drop Classes
Search/Select Classes
Attention Students - it pays to register early! A $10 late Registration Fee will be charged for each class where a permit is required to register on or after the class start date.
PLEASE NOTE: Waitlisting is available for most credit course sections. (Please [click here] for additional information)
Name: Robert C. Watson
Sections in Shopping Cart
To register for classes, you must choose an action for your selected sections below. If you have not selected classes, return to Search/Select Classes.
NOTE: Adding classes after the start date & dropping classes may affect your Financial Aid.
Action Term Section Name and Title Location Meeting Information Faculty Capacity / Seats Avail / Waitlist Credits CEUs
You do not have any preferred sections.
Current Registration
A reason must be selected for each class being dropped.
Drop Status Reason Term Pass/ Audit Section Name and Title Location Meeting Information Faculty Credits CEUs
Fall 2014 ENGLI-1110-NET01 (34836) Technical Writing Main Campus 09/16/2014-12/19/2014 Internet/Online , COD internet-based courses, Room NA E. Anderson 3.00
Check your class schedule for refund eligibility dates
If one of my choices is not available
ALL Allow me to adjust all
** IMPORTANT PAYMENT INFORMATION **
(Please [Click Here] for a list payment options.
I understand and agree as a student enrolled in classes at the College of DuPage, I am responsible for all tuition and fees associated with my enrolled classes. I further acknowledge by clicking ACCEPT below confirms I understand I am responsible for the payment of t
acknowledge if I fail to pay tuition and fees when due, the College may take all necessary action to collect the past-due tuition and fees and, in addition, I may be responsible for paying attorney's fees and the costs of collection.
Accept
SUBMIT

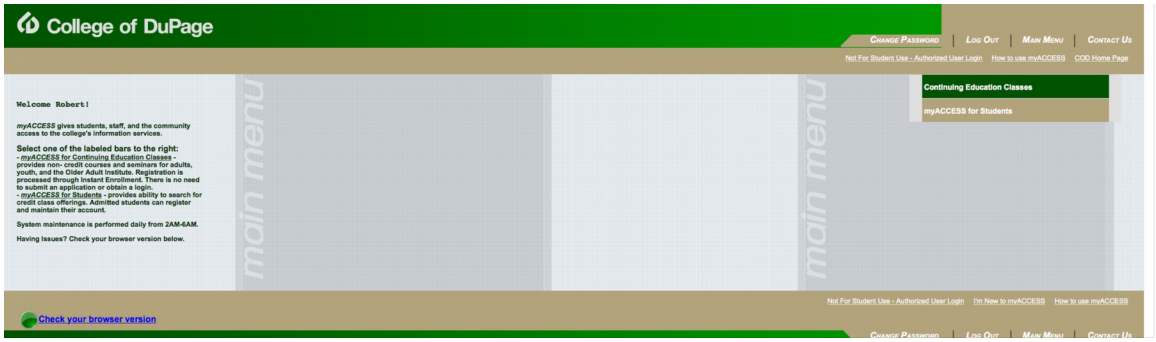
4. Once you select the class that you want to drop, you must also select the status reason for requesting to drop that class. Click the "Submit" button at the bottom of the page to complete dropping this class.


Current Registration
A reason must be selected for each class being dropped.
Drop Status Reason Term Pass/ Audit Section Name and Title Location Meeting Information Faculty Credits CEUs
STUD Student err/Changed mind Fall 2014 ENGLI-1110-NET01 (34836) Technical Writing Main Campus 09/16/2014-12/19/2014 Internet/Online , COD internet-based courses, Room NA E. Anderson 3.00
Check your class schedule for refund eligibility dates

Thank you, as always, for taking the time and learning about some of the easy ways to navigate through the College of Dupage MyAccess website for students. We hope you found this informative and continue to use our learning modules for your success in mastering MyAccess.

## v. How to Pay in Full

1. For this learning module you will learn how to pay your class tuition in full using "MyAccess" for the College of Dupage. As before you are going to log in to "MyAccess" and then follow by selecting myAccess for Students in the far right.


College of DuPage
Change Password
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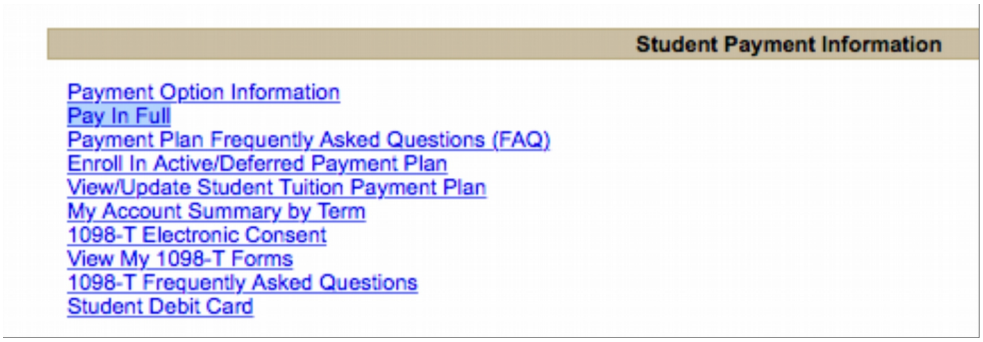
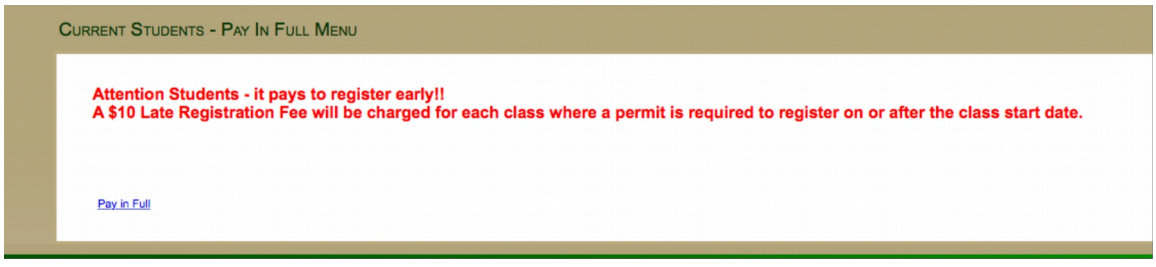
Main Menu
Contact Us
Not For Student Use - Authorized User Login
How to use myACCESS
COD Home Page
Welcome Robert!
myACCESS gives students, staff, and the community access to the college's information services.
Select one of the labeled bars to the right:
- myACCESS for Continuing Education Classes - provides non- credit courses and seminars for adults, youth, and the Older Adult Institute. Registration is processed through Instant Enrollment. There is no need to submit an application or obtain a login.
- myACCESS for Students - provides ability to search for credit class offerings. Admitted students can register and maintain their account.
System maintenance is performed daily from 2AM-6AM.
Having Issues? Check your browser version below.
main menu
Continuing Education Classes
myACCESS for Students
main menu
Not For Student Use - Authorized User Login
I'm New to myACCESS
How to use myACCESS
Check your browser version
Change Password
Log Out
Main Menu
Contact Us

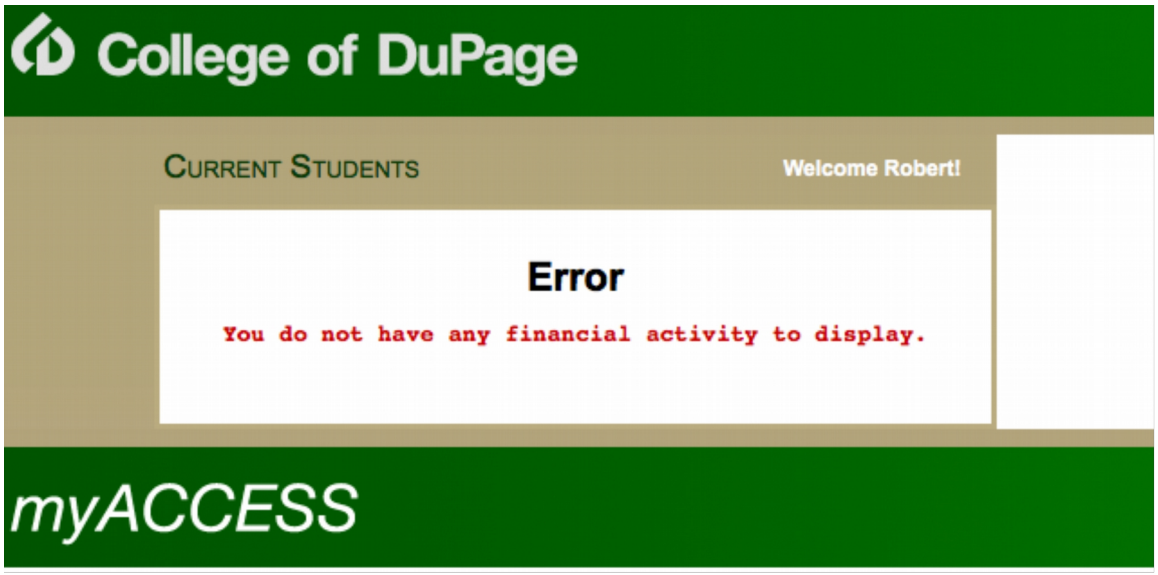
2. I would like you to focus your attention to the Student Payment Information section of this menu. Now select Pay in Full, which is highlighted below.


Student Payment Information
Payment Option Information
Pay In Full
Payment Plan Frequently Asked Questions (FAQ)
Enroll In Active/Deferred Payment Plan
View/Update Student Tuition Payment Plan
My Account Summary by Term
1098-T Electronic Consent
View My 1098-T Forms
1098-T Frequently Asked Questions
Student Debit Card

3. Next, you will see an attention student message that warns you about the late payment penalty and how it would be wise to pay early. Now please select the Pay in Full which is located in blue right below the warning message.


Current Students - Pay In Full Menu
Attention Students - it pays to register early!!
A $10 Late Registration Fee will be charged for each class where a permit is required to register on or after the class start date.
Pay in Full

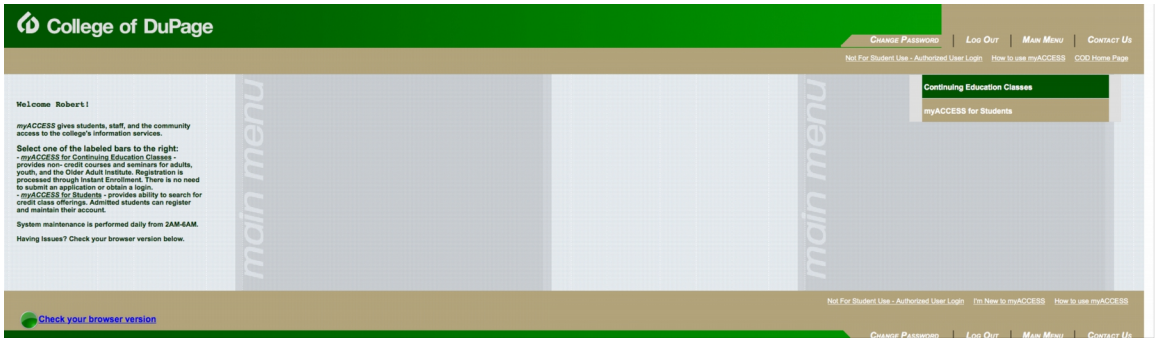
4. Luckily this current student does not owe any funds for tuition. If he did it would instruct payment and processing options. There would also display a secure sight message before proceeding with any payment sensitive account or credit information.




Thank you, as always, for taking the time and learning about some of the easy ways to navigate through the College of Dupage MyAccess website for students. We hope you found this informative and continue to use our learning modules for your success to mastering MyAccess.

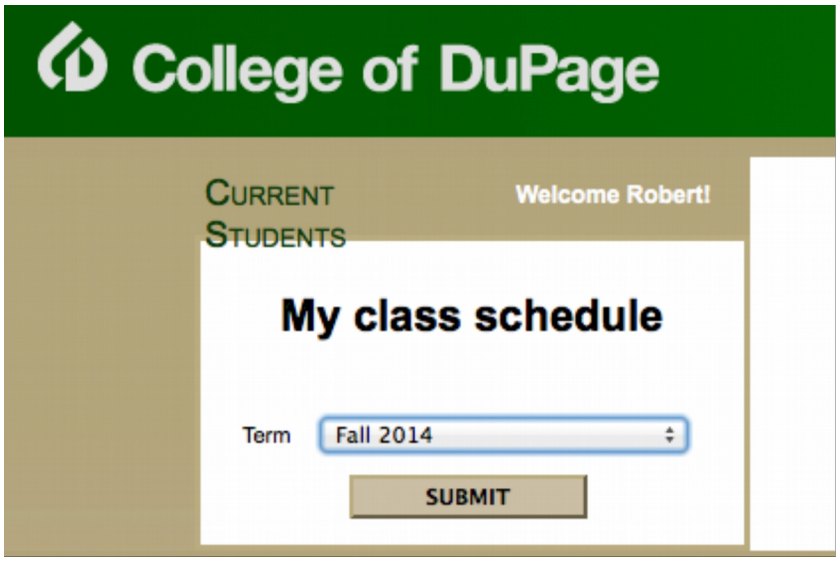
## vi. How to View Your Class Schedule

1. For this learning module you will learn how to view your class schedule using "MyAccess" for the College of Dupage. As before you are going to log in to "MyAccess" and then follow by selecting myAccess for Students in the far right.

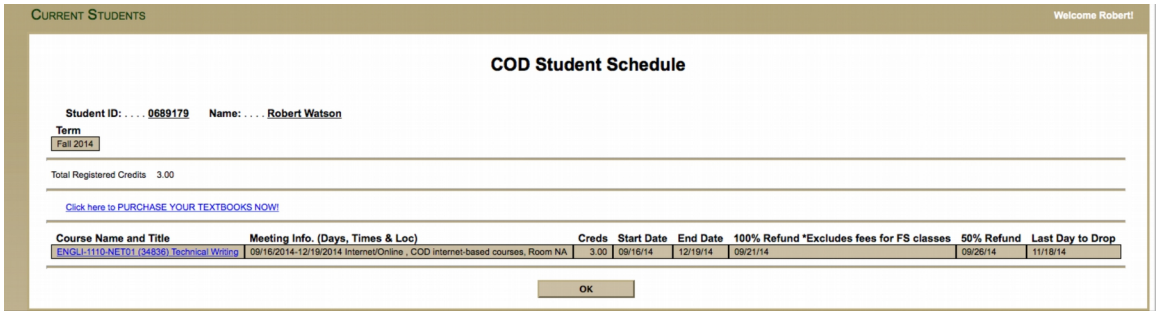

College of DuPage
Change Password
Log Out
Main Menu
Contact Us
Not For Student Use - Authorized User Login
How to use myACCESS
COD Home Page
Welcome Robert!
myACCESS gives students, staff, and the community access to the college's information services.
Select one of the labeled bars to the right:
- myACCESS for Continuing Education Classes - provides non- credit courses and seminars for adults, youth, and the Older Adult Institute. Registration is processed through Instant Enrollment. There is no need to submit an application or obtain a login.
- myACCESS for Students - provides ability to search for credit class offerings. Admitted students can register and maintain their account.
System maintenance is performed daily from 2AM-6AM.
Having issues? Check your browser version below.
main menu
Continuing Education Classes
myACCESS for Students
main menu
Not For Student Use - Authorized User Login
I'm New to myACCESS
How to use myACCESS
Check your browser version
Change Password
Log Out
Main Menu
Contact Us

2. I would like you to focus your attention to the Academic Profile section of this menu. Now select "My class schedule," which is the eighth line item as seen below.

3. Next you will be directed to the Current Student "My class schedule" Menu. Here you can select the desired term that you wish to search for so that you can locate your corresponding class schedule. For this learning module we will use Fall 2014 and press submit.




4. Now you've completed this module as you have located your COD Student Schedule. No need to waste paper and keep a copy on you. Through "MyAccess" you will be able to locate your class schedule at any time of the day, so now the only thing you need to worry about is your grade!

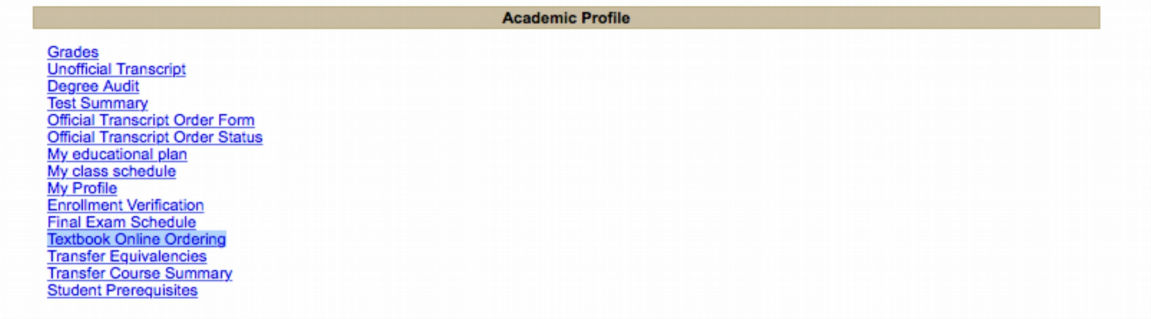



Thank you, as always, for taking the time and learning about some of the easy ways to navigate through the College of Dupage "MyAccess" website for students. We hope you found this informative and continue to use our learning modules for your success to mastering MyAccess.

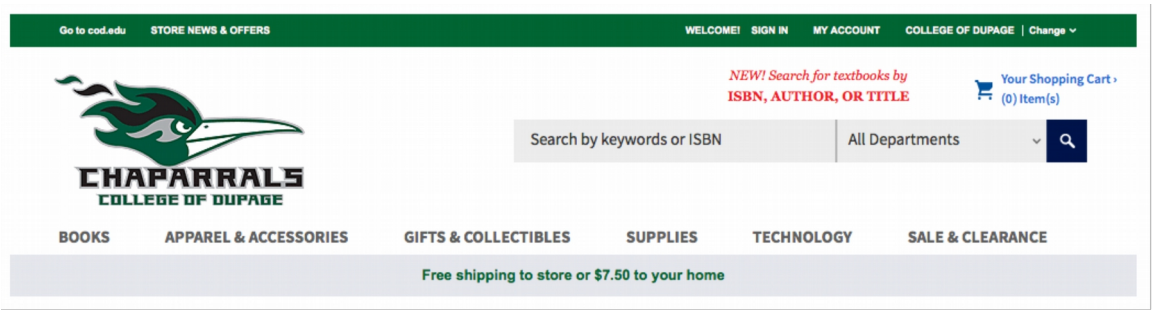
## vii. How to Order Your Textbooks for This Semester

1. For this learning module you will learn how to order your textbooks for your current semester using "MyAccess" for the College of Dupage. As before you are going to login to "MyAccess" and then follow by selecting myAccess for Students in the far right.

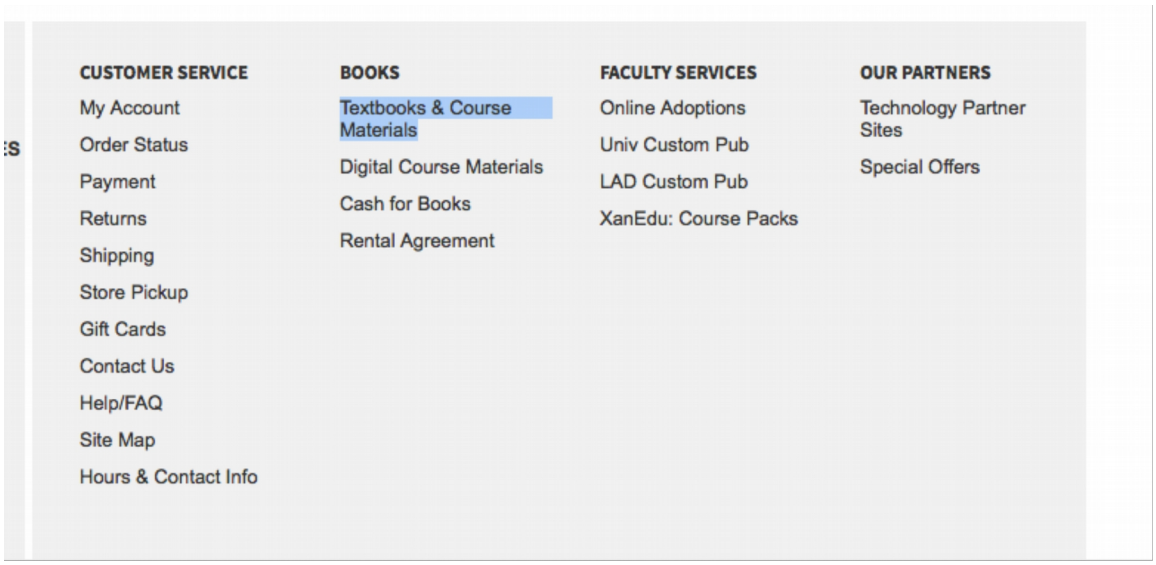
2. I would like you to focus your attention to the Academic Profile section of this menu. Now select, Textbook Online Ordering, which is highlighted below.



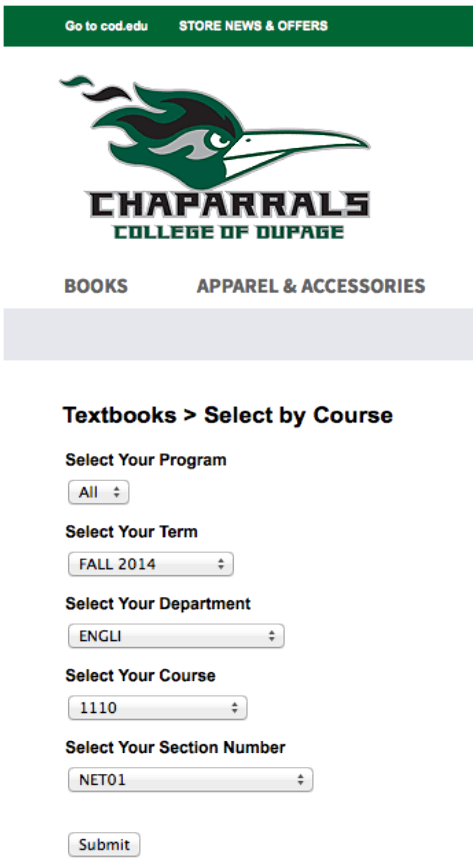

3. This will take you away from MyAccess to another website, however associated to the College of Dupage, called "Chaparrals" book store.



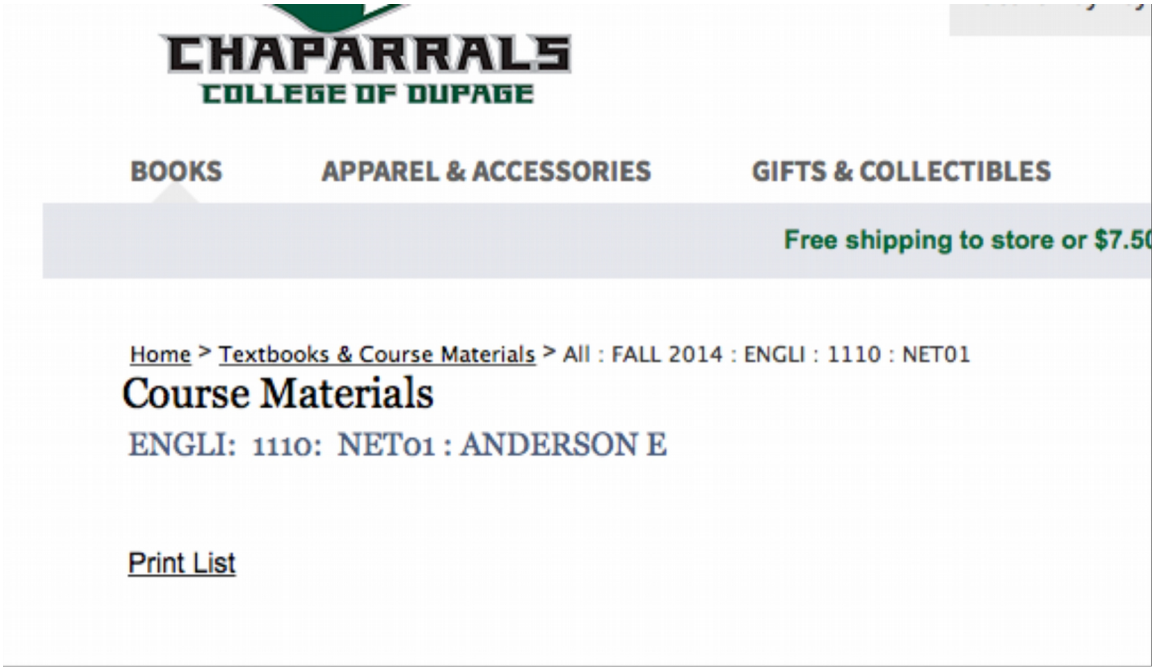

4. If you scroll all the way to the bottom of the home page you will see the section as displayed below. Please select "Textbooks & Course Materials" under the books column.




5. Next, you will enter in your term, department, course, and section number information. Just for an example for this training module, we have gone ahead and entered in information of an actual online class which is currently being taught at COD.



6. Once you select Submit, you be brought to the following screen below which will list your instructor's name, which should correspond to the course which you are registered under. You can then select Print List to obtain your course material. Since the class for this example is currently active, we would not be able to access a valid list.

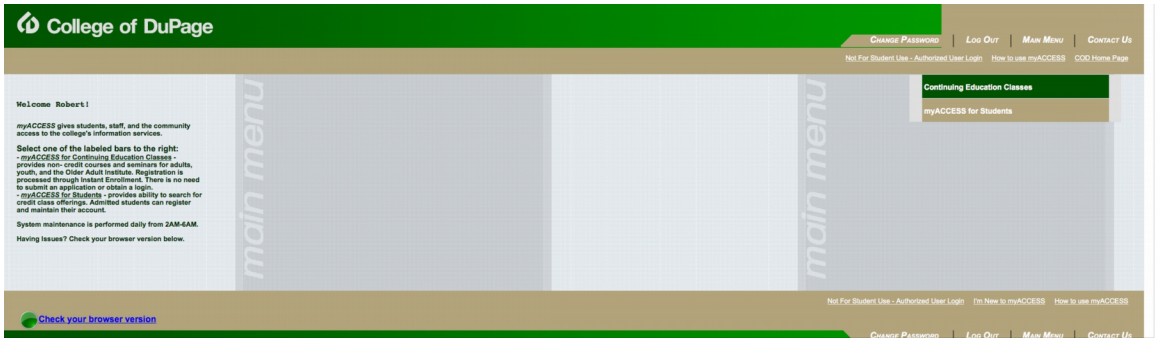

CHAPARRALS
COLLEGE OF DUPAGE
BOOKS
APPAREL & ACCESSORIES
GIFTS & COLLECTIBLES
Free shipping to store or $7.5
Home > Textbooks & Course Materials > All : FALL 2014 : ENGLI : 1110 : NET01
Course Materials
ENGLI: 1110: NET01 : ANDERSON E
Print List

7. Now you've completed this module you should have learned an easier way to view your course material and any additional recommendations, without waiting for the syllabus to be accessible. This will not only help with class preparation but also provide you with the best possible opportunity to search for the best book deal online.

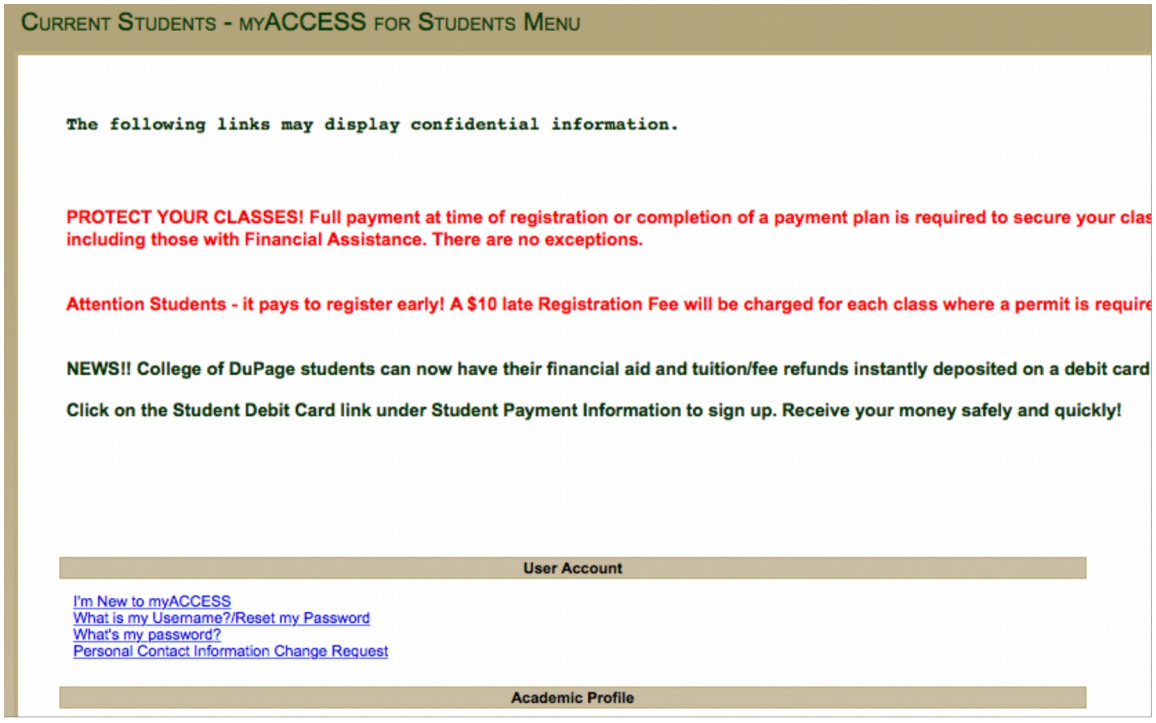
Thank you, as always, for taking the time and learning about some of the easy ways to navigate through the College of Dupage MyAccess website for students. We hope you found this informative and continue to use our learning modules for your success to mastering MyAccess.

## viii. How to Reset Your Password

1. For this learning module you will learn how to reset your password for "MyAccess" for the College of Dupage. As before you are going to log in to "MyAccess" and then follow by selecting myAccess for Students in the far right.


College of DuPage
Change Password | Log Out | Main Menu | Contact Us
Not For Student Use - Authorized User Login How to use myACCESS COD Home Page
Welcome Robert!
myACCESS gives students, staff, and the community access to the college's information services.
Select one of the labeled bars to the right:
- myACCESS for Continuing Education Classes - provides non- credit courses and seminars for adults, youth, and the Older Adult Institute. Registration is processed through Instant Enrollment. There is no need to submit an application or obtain a login.
- myACCESS for Students - provides ability to search for credit class offerings. Admitted students can register and maintain their account.
System maintenance is performed daily from 2AM-6AM.
Having Issues? Check your browser version below.
main menu
Continuing Education Classes
myACCESS for Students
main menu
Not For Student Use - Authorized User Login I'm New to myACCESS How to use myACCESS
Check your browser version
Change Password | Log Out | Main Menu | Contact Us

2. Now I would like you to focus your attention on the User Account section of this menu. Although there are a few helpful topics to help manage your user account, we are going to focus on the "What is my Username?/Reset my Password" selection.

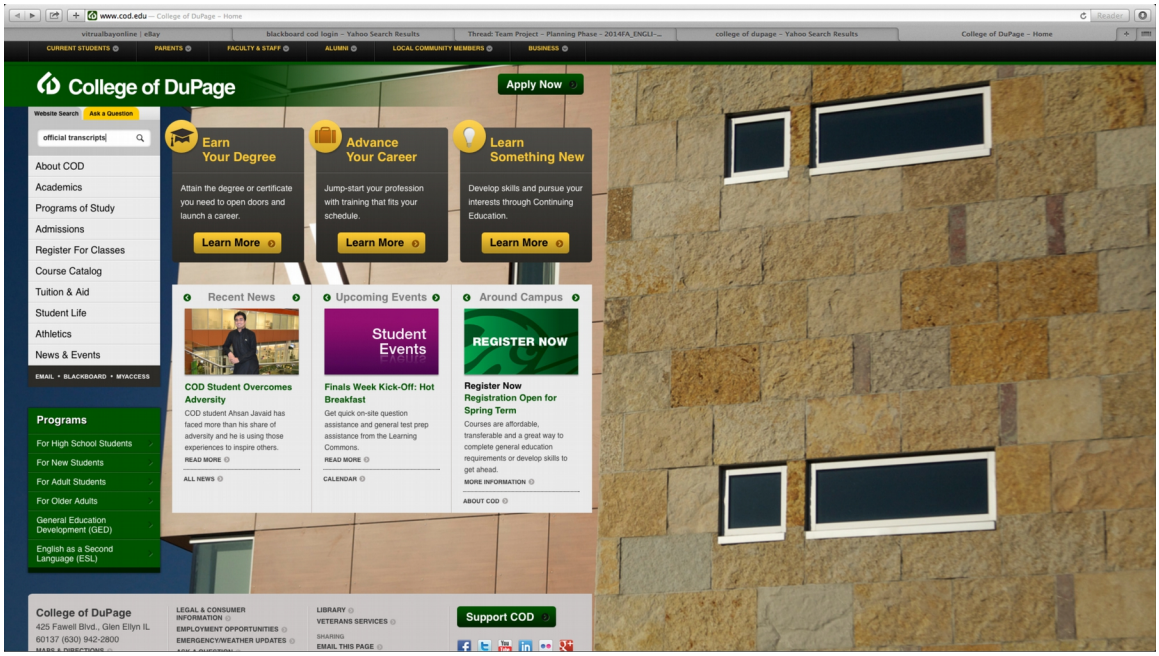

CURRENT STUDENTS - MYACCESS FOR STUDENTS MENU
The following links may display confidential information.
PROTECT YOUR CLASSES! Full payment at time of registration or completion of a payment plan is required to secure your clas
including those with Financial Assistance. There are no exceptions.
Attention Students - it pays to register early! A $10 late Registration Fee will be charged for each class where a permit is require
NEWS!! College of DuPage students can now have their financial aid and tuition/fee refunds instantly deposited on a debit card
Click on the Student Debit Card link under Student Payment Information to sign up. Receive your money safely and quickly!
User Account
I'm New to myACCESS
What is my Username?/Reset my Password
What's my password?
Personal Contact Information Change Request
Academic Profile

3. Finally you are going to follow the simple instructions as seen below, on resetting your username or password for your "MyAccess" account.

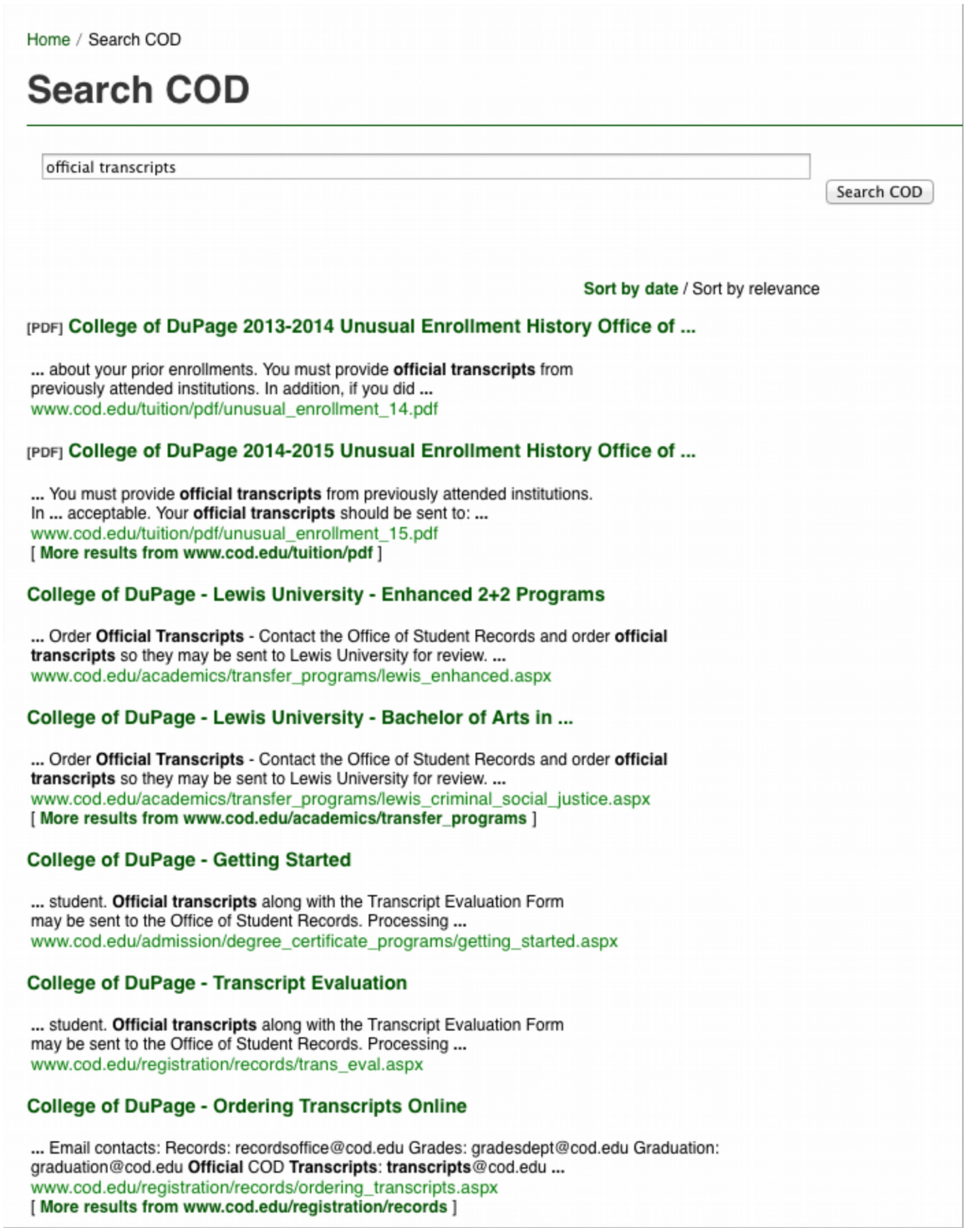
Thank you once again and we hope that you visit some of our other helpful learning modules for the College of Dupage "MyAccess" users for students.

## ix. How to Order an Official Transcript

1. Go to [www.cod.edu](http://www.cod.edu) and under the Website Search window in the very far left, type in official transcripts, for your search preference. Please see the screen captured below for a quick example.




2. Next you will see several topics as a result from your search for official transcripts. The seventh line item, as seen below, lists College of DuPage - Ordering Transcripts Online. Move your curser over the subject title, and click. You're now onto the next step.


Home / Search COD
Search COD
official transcripts
Search COD
Sort by date / Sort by relevance
[PDF] College of DuPage 2013-2014 Unusual Enrollment History Office of ...
... about your prior enrollments. You must provide official transcripts from previously attended institutions. In addition, if you did ...
www.cod.edu/tuition/pdf/unusual_enrollment_14.pdf
[PDF] College of DuPage 2014-2015 Unusual Enrollment History Office of ...
... You must provide official transcripts from previously attended institutions. In ... acceptable. Your official transcripts should be sent to: ...
www.cod.edu/tuition/pdf/unusual_enrollment_15.pdf
[ More results from www.cod.edu/tuition/pdf ]
College of DuPage - Lewis University - Enhanced 2+2 Programs
... Order Official Transcripts - Contact the Office of Student Records and order official transcripts so they may be sent to Lewis University for review. ...
www.cod.edu/academics/transfer_programs/lewis_enhanced.aspx
College of DuPage - Lewis University - Bachelor of Arts in ...
... Order Official Transcripts - Contact the Office of Student Records and order official transcripts so they may be sent to Lewis University for review. ...
www.cod.edu/academics/transfer_programs/lewis_criminal_social_justice.aspx
[ More results from www.cod.edu/academics/transfer_programs ]
College of DuPage - Getting Started
... student. Official transcripts along with the Transcript Evaluation Form may be sent to the Office of Student Records. Processing ...
www.cod.edu/admission/degree_certificate_programs/getting_started.aspx
College of DuPage - Transcript Evaluation
... student. Official transcripts along with the Transcript Evaluation Form may be sent to the Office of Student Records. Processing ...
www.cod.edu/registration/records/trans_eval.aspx
College of DuPage - Ordering Transcripts Online
... Email contacts: Records: recordsoffice@cod.edu Grades: gradesdept@cod.edu Graduation: graduation@cod.edu Official COD Transcripts: transcripts@cod.edu ...
www.cod.edu/registration/records/ordering_transcripts.aspx
[ More results from www.cod.edu/registration/records ]

3. As seen below, you have two options when ordering your transcripts. You can go through myaccess.cod.edu using a valid major credit card, or you can submit a written request to the Office of Student Records. For the second option, the bullet points below provide a step by step procedure for the written request; as for the "myaccess" option, we will continue on to the next step.

**Options for requesting your transcript:**

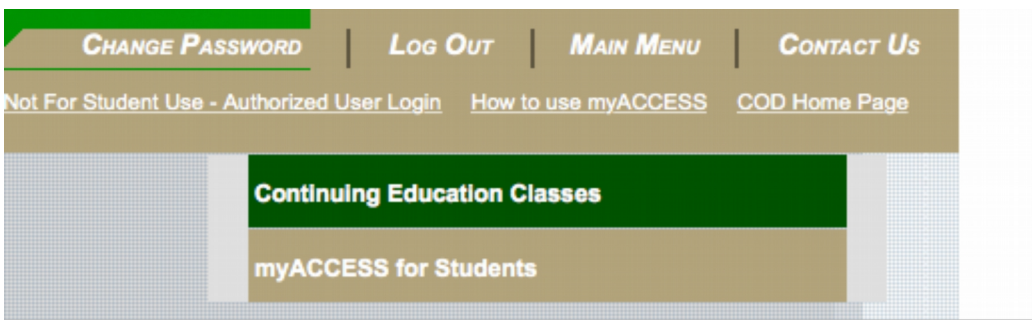
1. Order online through your secure myACCESS account at **myaccess.cod.edu**. You will need a valid major credit card to order transcripts online.
2. You may send a written request to the Office of Student Records. Transcript orders are typically processed within 5 business days of receiving your request. Please note that during peak periods, processing may take up to 10 days. Your written request must include:
   - The last 4-digits of your Social Security number
   - Your date of birth
   - The name under which the transcript is listed
   - Specification of a College of DuPage transcript. Lyons Township Junior College transcript, or both transcripts
   - The name and mailing address of where the transcript is to be sent
   - The student's signature
   - There is a $5 fee per transcript. Please include payment with your order to ensure prompt processing.

Make checks payable to College of DuPage. Send requests and fees to:

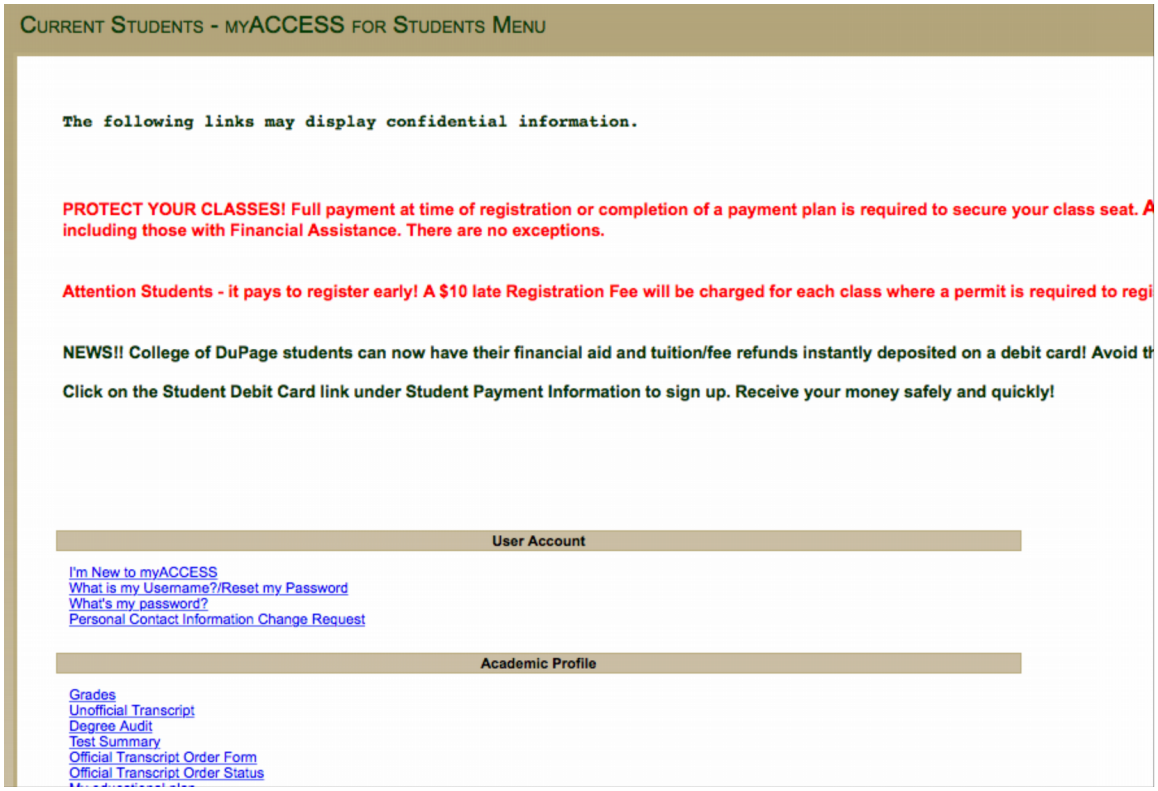
College of DuPage
Office of Student Records
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599

4. Click on the "myaccess" link as seen from the previous page screen shot. This will bring you to the "myaccess" home page; proceed to log in.

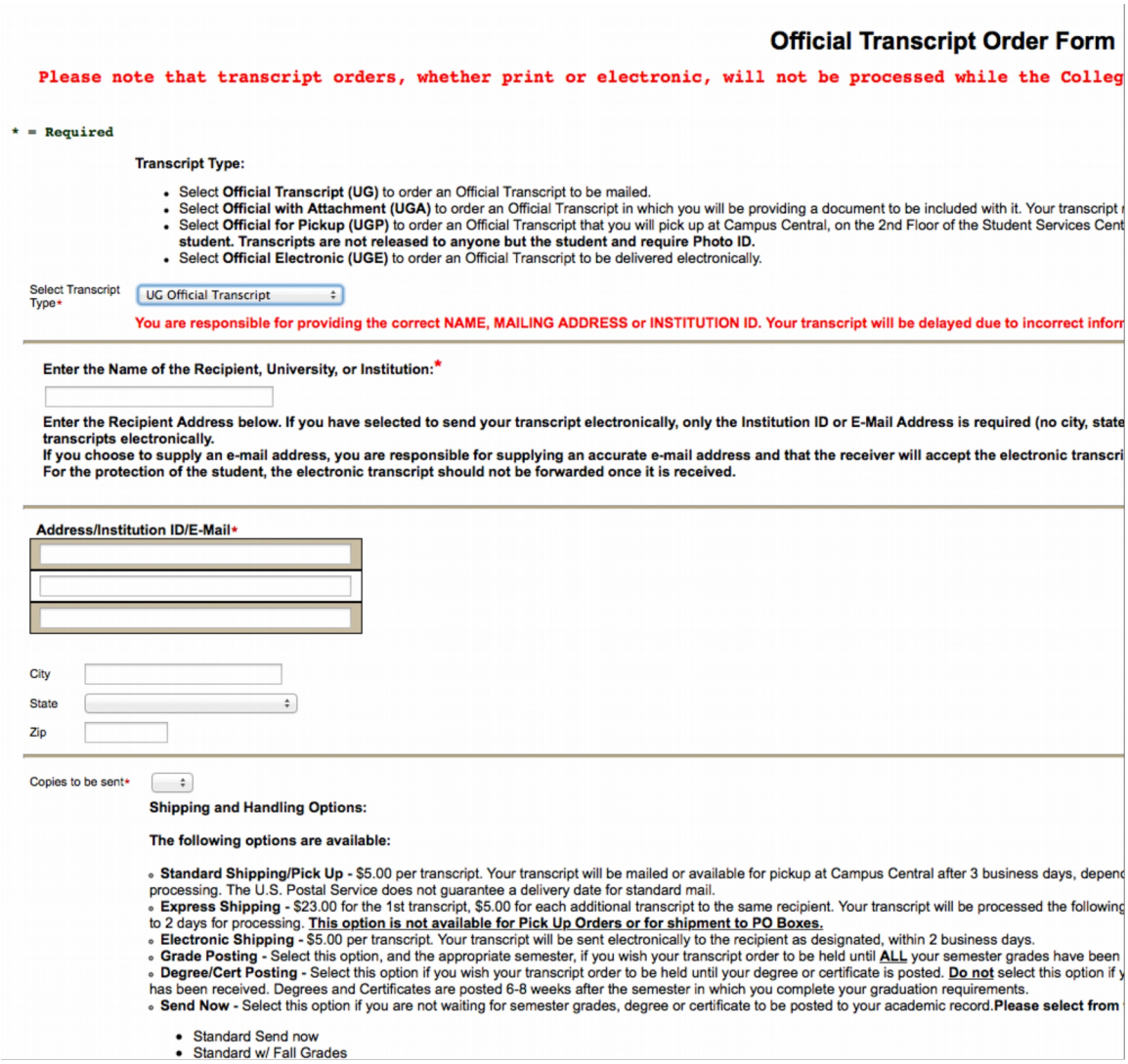
Next you can select either Continuing Education Classes or myAccess for Students. For this training purpose we will choose myAccess for Students.



5. This brings you to the "MyAccess for Students" Menu. Please focus your attention on the Academic Profile section of the menu. You will find the selection for Official Transcript Order Form as well as the status of your order so that you can view the response time and or any updates to your request.


CURRENT STUDENTS - MYACCESS FOR STUDENTS MENU
The following links may display confidential information.
PROTECT YOUR CLASSES! Full payment at time of registration or completion of a payment plan is required to secure your class seat. A
including those with Financial Assistance. There are no exceptions.
Attention Students - it pays to register early! A $10 late Registration Fee will be charged for each class where a permit is required to regi
NEWS!! College of DuPage students can now have their financial aid and tuition/fee refunds instantly deposited on a debit card! Avoid th
Click on the Student Debit Card link under Student Payment Information to sign up. Receive your money safely and quickly!
User Account
I'm New to myACCESS
What is my Username?/Reset my Password
What's my password?
Personal Contact Information Change Request
Academic Profile
Grades
Unofficial Transcript
Degree Audit
Test Summary
Official Transcript Order Form
Official Transcript Order Status

6. Finally this brings us to the Official Transcript Order Form. You have several options to which you wish to receive your transcripts. The most popular way or reason for ordering transcripts would be for a recipient, University, or Institution. You must list the name of that party as well as their address.



**Official Transcript Order Form**

**Please note that transcript orders, whether print or electronic, will not be processed while the Colleg**

*** = Required**

**Transcript Type:**

- Select **Official Transcript (UG)** to order an Official Transcript to be mailed.
- Select **Official with Attachment (UGA)** to order an Official Transcript in which you will be providing a document to be included with it. Your transcript
- Select **Official for Pickup (UGP)** to order an Official Transcript that you will pick up at Campus Central, on the 2nd Floor of the Student Services Cent **student. Transcripts are not released to anyone but the student and require Photo ID.**
- Select **Official Electronic (UGE)** to order an Official Transcript to be delivered electronically.

Select Transcript Type* UG Official Transcript

**You are responsible for providing the correct NAME, MAILING ADDRESS or INSTITUTION ID. Your transcript will be delayed due to incorrect inforr**

**Enter the Name of the Recipient, University, or Institution:***

**Enter the Recipient Address below. If you have selected to send your transcript electronically, only the Institution ID or E-Mail Address is required (no city, state transcripts electronically.**
**If you choose to supply an e-mail address, you are responsible for supplying an accurate e-mail address and that the receiver will accept the electronic transcri**
**For the protection of the student, the electronic transcript should not be forwarded once it is received.**

**Address/Institution ID/E-Mail***

City

State

Zip

Copies to be sent*

**Shipping and Handling Options:**

**The following options are available:**

- **Standard Shipping/Pick Up -** $5.00 per transcript. Your transcript will be mailed or available for pickup at Campus Central after 3 business days, depend processing. The U.S. Postal Service does not guarantee a delivery date for standard mail.
- **Express Shipping -** $23.00 for the 1st transcript, $5.00 for each additional transcript to the same recipient. Your transcript will be processed the following to 2 days for processing. **This option is not available for Pick Up Orders or for shipment to PO Boxes.**
- **Electronic Shipping -** $5.00 per transcript. Your transcript will be sent electronically to the recipient as designated, within 2 business days.
- **Grade Posting -** Select this option, and the appropriate semester, if you wish your transcript order to be held until **ALL** your semester grades have been
- **Degree/Cert Posting -** Select this option if you wish your transcript order to be held until your degree or certificate is posted. **Do not** select this option if has been received. Degrees and Certificates are posted 6-8 weeks after the semester in which you complete your graduation requirements.
- **Send Now -** Select this option if you are not waiting for semester grades, degree or certificate to be posted to your academic record.**Please select from**
  - Standard Send now
  - Standard w/ Fall Grades

This concludes your visual training on "How to Order an Official Transcript," through the College of Dupage. As always, we hope that you found this helpful as well as easy to do and wish that you will reference our training materials again when trying to navigate the C.O.D. website.

# Appendix A

## Additional Resources

College of DuPage Course Catalog
The official catalog of courses offered at the College of DuPage for 2013-2015. This catalog provides an online, hyperlinked alternative to the physical paper catalog. All of the courses are categorized by Subject. Simply select the subject you are interested in to view a detailed description of available courses, which are sorted numerically by course number.

Student Registration Calendar
The registration calendar details the range of dates in which students can register for credit classes, as well as the start and end dates of each term, the number of days in each term, and the last acceptable date to withdraw from a class. This specific calendar covers Fall 2014 to Summer 2016.

College of DuPage Tuition and Fees
This web page lists the current tuition and fees amounts depending on students' residential status. Use the information on this page to help budget your tuition for each semester and to verify your payment amounts.

College of DuPage Payment Plan FAQ
This article provides a list of answers to frequently asked questions about the available payment plans offered by the College of DuPage. It covers topics such as enrollment instructions, adding payment methods, financial aid options, and setting up automatic installment payments.

myACCESS Content Update Blog
The official news blog for the myACCESS website. Follow this blog to keep up with current news and updates about the myACCESS site.